

CS61 Production Assistant

Disclaimer

These Occupational Frameworks and Skill Profiles have been developed as workforce planning, occupational mapping and skills reference resources for the Australian textile, clothing and footwear (TCF) industry. They are intended to describe the typical functions, responsibilities, skills and capabilities associated with occupations across the industry.

These documents are not intended to replace or override industrial instruments or employment arrangements, including awards, enterprise agreements, employment contracts, position descriptions, classification structures, licensing or regulatory requirements, or other statutory obligations. Where differences arise, the relevant industrial, legislative or regulatory requirements take precedence. The Skill Profiles should be used as complementary reference documents to support workforce planning, career development, training and skills recognition.

1. Job role

TCF sub-sector	Cross-sector
Functional area	Manufacturing and Production Operations
Job role	CS61 Production Assistant
Job role description	Supports production operations across manufacturing and service environments within the TCF sector by assisting with preparation, handling, processing and movement of materials and products. The Production Assistant performs a range of entry-level and support tasks across different stages of production, including preparation, basic machine operation, quality checking and packing. The role contributes to efficient workflow, product quality and workplace safety across diverse TCF production settings.
Performance expectations	• Supporting efficient production workflow across operations. • Handling materials and products safely and correctly. • Assisting in maintaining product quality standards. • Following instructions and standard operating procedures. • Maintaining a clean and organised work environment. • Meeting basic production targets and timelines. • Minimising waste and handling materials responsibly. • Supporting team-based production activities. • Following workplace health and safety requirements. • Adapting to different production tasks as required.
Specialisation (optional)	General production support, machine assistant, packing and dispatch, materials handling.
Application in other TCF sectors	• Apparel production supporting cutting, sewing, finishing and packing. • Textile manufacturing supporting fabric production and processing. • Footwear production supporting assembly and finishing operations. • Leather goods production supporting cutting, stitching and finishing.

	• Dry cleaning and laundry supporting sorting, washing and finishing. • Technical textiles supporting specialised production processes. • Manufacturing and service industries supporting general production tasks.
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2. Key tasks and critical work functions

Key tasks	• Preparing materials and components for production. • Assisting with basic machine operation under supervision. • Handling and moving materials and finished products. • Supporting cutting, sewing, printing or finishing processes. • Performing basic quality checks on products. • Packing and preparing products for dispatch. • Maintaining work areas and equipment. • Following production instructions and procedures.
Critical work functions	• Ensuring materials and products are handled correctly. • Supporting smooth workflow across production stages. • Maintaining basic quality standards • Following safety procedures at all times. • Adapting to different production tasks as required. • Supporting team productivity and efficiency. • Maintaining cleanliness and organisation in work areas.

3. Technical skills

Material handling	Handling fabrics, garments and components safely.
Basic machine operation	Operating simple machinery under supervision.
Production processes	Understanding basic production workflows.
Quality checking	Identifying basic defects and inconsistencies.
Packing and dispatch	Preparing products for shipping or delivery.
Workplace safety	Applying safe work practices and procedures.
Tool and equipment use	Using basic tools and equipment.

4. Generic Skills

Attention to detail	Ensuring accuracy in tasks and product handling.
Teamwork	Working effectively within production teams.
Communication	Following instructions and communicating with supervisors.
Time management	Completing tasks within required timeframes.
Adaptability	Responding to changing tasks and production needs.
Work ethic	Maintaining reliability and consistency in work.

5. Emerging skills

Emerging skills	• Using basic digital production systems. • Supporting automated production environments. • Using handheld scanning or tracking devices. • Adapting to integrated production workflows. • Applying basic sustainability practices. • Supporting on-demand and flexible production models.
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6. VET Qualifications and Skill Sets

Entry-level preparation	Any of or equivalent to: • Core units of MST20722 Certificate II in Apparel, Fashion and Textiles or equivalent • MSTSS00003 Introduction to Laundry Operations Skill Set • MSTSS00004 Introduction to Laundry or Dry Cleaning Industry Skill Set.
Advanced development	Any of or equivalent to: • MST20722 Certificate II in Apparel, Fashion and Textiles or equivalent • MST20319 Certificate II in Leather Production • MST20422 Certificate II in Laundry Operations.
Entry-level preparation	Certificate II in Apparel, Textile or Production Operations.
Advanced development	Certificate III in Apparel, Textile or Production Operations.

7. Job progression

Possible job progression	Production Assistant → Machine Operator / Technician → Senior Operator → Supervisor → Production Manager.
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8. Classification

Australian Qualifications Framework	AQF Level 2.
Australian Bureau of Statistics (ABS) Skill Levels	Skill Level 5.
Open Source Classification of Occupations for Australia (OSCA)	839133 Fabric and Textile Factory Worker.



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